



## ECONOMIC DEVELOPMENT ADMINISTRATION

# CAPACITY BUILDING INVESTMENTS

### Program Requirements

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**Application for Investment Assistance (Form ED-900A)**  
**OMB Control No. 0610-0094**  
**Expires 04/30/2009**

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless the collection of information displays a currently valid OMB Control Number.

The information requested in the Application for Investment Assistance is required to obtain or retain benefits from EDA pursuant to the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. 3121 *et seq.*). The reasons for collecting this information are to enable applicants to apply for financial assistance, and to assist EDA in determining applicants' eligibility and compliance with legal and programmatic requirements. The information submitted on the application and in accompanying documents is subject to public disclosure under the Freedom of Information Act, as amended (5 U.S.C. 552), unless exempt from disclosure as trade secrets or privileged or confidential commercial or financial information under 5 U.S.C. 552(b)(4).

The public reporting burden for this collection of information is estimated to average 38 hours per response, including time for reviewing instructions, gathering data, and completing the application. Comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing paperwork burden may be sent to: Economic Development Administration, U.S. Department of Commerce, 1401 Constitution Avenue, N.W., Washington, D.C. 20230, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

# BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

## SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. Totals						

## SECTION B - BUDGET CATEGORIES

Object Class Categories		(1)	(2)	(3)	(4)	Total (5)
		GRANT PROGRAM, FUNCTION OR ACTIVITY				
a. Personnel						
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges ( s u m o f 6 a - 6 h )						
j. Indirect Charges						
k. TOTALS ( s u m o f 6 i a n d 6 j )						

7. Program Income						
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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.					
9.					
10.					
11.					
12. TOTAL (sum of lines 8 - 11)					
SECTION D - FORECASTED CASH NEEDS					
Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
13. Federal					
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)					
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)					
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

## INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

### General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

### Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a single Federal grant program (Federal Domestic Assistance Catalog number) and not requiring a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a single program requiring budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in Column (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to multiple programs where one or more programs require a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

### Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

**Line 5** - Show the totals for all columns used.

### Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

**Line 6a-i** - Show the totals of Lines 6a to 6h in each column.

**Line 6j** - Show the amount of indirect cost.

**Line 6k** - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

**Line 7** - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program

## INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

### Section C. Non-Federal Resources

**Lines 8-11** Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

**Column (a)** - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

**Column (b)** - Enter the contribution to be made by the applicant.

**Column (c)** - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

**Column (d)** - Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)** - Enter totals of Columns (b), (c), and (d).

**Line 12** - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

### Section D. Forecasted Cash Needs

**Line 13** - Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14** - Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15** - Enter the totals of amounts on Lines 13 and 14.

### Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

**Lines 16-19** - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20** - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

### Section F. Other Budget Information

**Line 21** - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

**Line 22** - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line 23** - Provide any other explanations or comments deemed necessary.

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794) , which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee - 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED	

## EDA CAPACITY BUILDING INVESTMENTS ADDITIONAL ASSURANCES

As a duly authorized representative of the applicant, I further certify that the applicant:

1. Will comply with applicable regulations regarding indirect cost rates, if indirect costs are included in the application.
2. Will comply with the requirement that this investment assistance will not provide a proprietary benefit to a private individual, a for-profit corporation or other commercial entity.
3. Understands that attorneys' or consultants' fees, whether direct or indirect, expended for securing or obtaining EDA investment assistance are not eligible costs. See 13 C.F.R. § 302.10(a).
4. Understands that conflicts of interest or appearances of conflicts of interest are prohibited and may jeopardize this application, or result in the forfeiture of investment funds. A conflict of interest occurs, for example, where a representative, official, employee, architect, attorney, engineer or inspector of the applicant, or a representative or official of the federal, State or local government, has a direct or indirect financial interest in the acquisition or furnishing of any materials, equipment or services to or in connection with the project. See 13 C.F.R. § 302.17.
5. Will comply with the reporting requirements under the Government Performance and Results Act (GPRA) of 1993 for measuring and reporting project performance.

Signature of Authorized Certifying Official	Title
Applicant Organization	Date Submitted

## PART I - BUDGET AND INDIRECT COSTS FOR ALL CAPACITY BUILDING INVESTMENTS

1. Attach as **Exhibit I.A.** an explanation for the proposed use of any amounts budgeted for "Equipment," "Contractual" or "Other."
2. If indirect costs are included as part of the budget, explain the types of indirect costs and attach as **Exhibit I.B.** the applicant's completed Indirect Cost Rate Agreement or documentation applying for an indirect cost rate determination.  
☐ Yes (Exhibit I.B. is attached).  
☐ No (indirect costs are not included in the project budget).
3. In addition to any updates to the information provided in the pre-application, provide the following information:
  - a. Describe the economic development needs of the region, including the severity and duration of unemployment, per capita income levels, extent of underemployment and out-migration, and any other relevant factors. Identify economic and community development problems and opportunities in the region. Attach as **Exhibit I.C.1.**
  - b. Identify key applicant staff who will undertake and complete the project activities. Include a description of the knowledge, organizational experience and expertise of individual staff members. In addition, explain how organizational resources will be used to complete project activities. Attach as **Exhibit I.C.2.**

*For more information on Partnership Planning Investments, see 13 C.F.R. §§ 303.1, 303.3, 303.4 and 303.5.*

*For more information on Short-Term Planning Investments, see 13 C.F.R. §§ 303.1, 303.3, 303.4 and 303.9.*

*For more information on State Planning Investments, see 13 C.F.R. §§ 303.1, 303.3, 303.4 and 303.8.*

*For more information on the Local Technical Assistance Program, see 13 C.F.R. §§ 306.1, 306.2 and 306.3.*

*For more information on the University Center Economic Development Program, see 13 C.F.R. §§ 306.4, 306.5, 306.6 and 306.7.*

*For more information on Non-Construction Economic Adjustment Assistance Investments, see 13 C.F.R. §§ 307.1, 307.2, 307.3, 307.4 and 307.5.*

*For more information on RLF Grants, see 13 C.F.R. part 307, subpart B.*

## PART II - PLANNING INVESTMENTS

### A. Partnership Planning Investments

In addition to the information provided in Part I above, attach as **Exhibit II.A.:**

1. A narrative of how the proposed scope of work will develop, implement, revise or replace a comprehensive economic development strategy (CEDS) for the region and be part of a continuous planning process. The CEDS document must comply with EDA's requirements set forth in 13 C.F.R. § 303.7.
2. A list of the applicant's Strategy Committee members. For each individual listed, identify the economic, social, governmental or other regional interest(s) that he or she represents.
3. A list of the applicant's governing board members and for each individual listed, identify the economic, social, governmental or other regional interest(s) that he or she represents. Unless prohibited by applicable State or local law, a District Organization's governing board must have at least a simple majority of its membership who are elected officials and/or employees of a general purpose unit of State, local or Indian tribal government who have been appointed to represent the government. The District Organization's governing board also must include one (1) Private Sector Representative (as defined in 13 C.F.R. § 300.3), and one (1) or more of the following: Executive Directors of Chambers of Commerce, or representatives of institutions of post-secondary education, workforce development groups or labor groups, all of which must comprise in the aggregate a minimum of thirty-five (35) percent of the District Organization's governing board. If State or local law requires a different governing board composition, provide the applicable section of the law accompanied by a legal opinion from the applicant's attorney that explains the State or local requirements. See 13 C.F.R. § 304.2(c)(2)

### B. Short-Term Planning Investments

In addition to the information provided in Part I above, attach as **Exhibit II.B.:**

1. An explanation of how the proposed scope of work will develop the economic development planning capacity of the State, local government, university or non-profit organization experiencing economic distress assist in institutional capacity building, or undertake innovative approaches to economic development. If a CEDS exists for the region in which the project will be located, explain how the proposed scope of work relates to the CEDS. See 13 C.F.R. § 303.9.
2. An explanation of how the proposed scope of work will function in conjunction with any other available federal, State or local planning assistance.
3. Performance measures that can be used to evaluate the success of the project.

### **C. State Planning Investments**

In addition to the information provided in Part I above, attach as **Exhibit II.C.:**

1. If the proposed project is for the development of a CEDS, an explanation of how the State will utilize local and Economic Development District plans. Include a discussion of how the CEDS will be developed with the involvement of the State, political subdivisions of the State and the Economic Development Districts located wholly or partially in the State.
2. A State CEDS must comply with EDA's requirements set forth in 13 C.F.R. § 303.7. If a State CEDS already exists, attach the most recent copy.

## **PART III - LOCAL TECHNICAL ASSISTANCE AND UNIVERSITY CENTER ECONOMIC DEVELOPMENT INVESTMENTS**

### **A. Local Technical Assistance Investments**

In addition to the information provided in Part I above, attach as **Exhibit III.A.:**

1. A description of how the proposed project will strengthen the capacity of local, State or national organizations and institutions to undertake and promote effective economic development programs targeted to regions of distress.
2. A description of whether and how the proposed project will benefit distressed regions.
3. A description of any innovative approaches that will be used to stimulate economic development in distressed regions.
4. If applicable, a description of how the proposed project is consistent with an EDA-approved CEDS for the region in which the project will be located.

### **B. University Center Economic Development Investments**

In addition to the information provided in Part I above, attach as **Exhibit III.B.:**

1. An explanation of how the proposed project will address the economic development needs, issues and opportunities of the region and benefit distressed areas of the region.
2. A description of how the proposed project will provide services that are unique and will maximize coordination with other organizations in the region.
3. A discussion of how the proposed project activities are consistent with the expertise, programs and other available resources of the sponsoring institution.

4. A description of the commitment and support (both financial and non-financial) for the proposed project by the sponsoring institution's senior level management.
5. A description of the past experience of the sponsoring institution in administering technical assistance programs.

## **PART IV - ECONOMIC ADJUSTMENT ASSISTANCE INVESTMENTS**

### **A. Non-Construction Investments**

In addition to the information provided in Part I above, attach as **Exhibit IV.A.:**

1. An explanation of how the proposed project will assist in overcoming major obstacles already identified in a CEDS, expand the capacity of public officials and economic development organizations to work effectively with businesses, enable the region to plan and coordinate the use of available resources to support economic recovery and the development of a regional economy, or develop innovative approaches to economic revitalization of the region.
2. An explanation of how the proposed project will help the region meet a Special Need (as defined in 13 C.F.R. § 300.3).
3. For all proposed projects, except for those with a proposed scope of work to develop a CEDS, an explanation of how the proposed project is consistent with the existing CEDS for the region and how the proposed project will assist in overcoming major obstacles identified in such CEDS. Attach a copy of the CEDS as part of **Exhibit IV.A.**, unless given prior approval by EDA to incorporate the CEDS by reference.

### **B. Revolving Loan Fund (RLF) Grants**

In addition to the information provided in Part I above, attach as **Exhibit IV.B.:**

1. An explanation of the need for a new or expanded public financing tool to enhance other business assistance programs and services targeting economic sectors described in the CEDS for the region.
2. An explanation of the types of financing activities anticipated.
3. A description of the capacity of the organization to manage lending activities and create networks.
4. A revolving loan fund (RLF) plan developed in accordance with EDA's requirements set forth in 13 C.F.R. § 307.9.
5. A copy of the CEDS for the region, unless given prior approval by EDA to incorporate the CEDS by reference.

## PART V - MAXIMUM ALLOWABLE EDA INVESTMENT RATES

EDA investment assistance may not exceed fifty (50) percent of total eligible project costs, except as determined by EDA in accordance with 13 C.F.R. § 301.4. If your proposal requests EDA investment assistance that exceeds fifty (50) percent of total eligible project costs as shown in the pre-application or application budget, then you may be asked to provide additional information concerning the relative economic development needs of the region, in accordance with EDA's regulations. Follow the instructions below as they apply to your particular project (see the table of maximum allowable investment rates on the following page.)

**A. For Public Works and Economic Development Investments (CFDA No. 11.300) and for Economic Adjustment Assistance Investments (CFDA No. 11.307),** see 13 C.F.R. § 301.4 for maximum allowable investment rates. Enter below the provision and maximum allowable investment rate that apply to the proposed project.

- ☐ The proposed project meets the criteria set forth in 13 C.F.R. § 301.4(b) subsection  for a maximum allowable investment rate of  percent.
- ☐ Additional information to justify a maximum allowable investment rate greater than fifty (50) percent is attached (if applicable) as **Exhibit V.A.**
- ☐ Additional information to justify EDA investment assistance as supplemental assistance to another designated federal assistance program grant award is attached (if applicable). See 13 C.F.R. § 301.6.

**B. For Planning Investments (CFDA No. 11.302), National, Local and University Center Technical Assistance Investments (CFDA No. 11.303), and for Research and Evaluation Investments (CFDA No. 11.312),** attach as **Exhibit III.A** a narrative to justify EDA investment assistance that exceeds fifty (50) percent of total eligible project costs. See 13 C.F.R. § 301.4(b)(3) for planning investments and 13 C.F.R. § 301.4(b)(4) for technical assistance and research and evaluation investments.

## PART V (Continued) - TABLE OF MAXIMUM ALLOWABLE INVESTMENT RATES

Type of Project	Maximum Allowable Investment Rate (Percentage)
Projects of Indian Tribes.	100
Projects under 13 C.F.R. part 307 located in Presidentially -Declared Disaster areas for which EDA receives an application for investment assistance for post-disaster economic recovery efforts pursuant to a supplemental appropriation within eighteen (18) months of the date of such declaration.	100
Projects of States or political subdivisions of States that the Assistant Secretary determines have exhausted their effective taxing and borrowing capacity, or Projects of non-profit organizations that the Assistant Secretary determines have exhausted their effective borrowing capacity.	100
Projects under 13 C.F.R. parts 305 or 307 that receive performance awards pursuant to 13 C.F.R. § 308.2.	100
Projects located in an Economic Development District that receive planning performance awards pursuant to 13 C.F.R. § 308.3.	100
Projects located in regions in which: The twenty-four (24) month unemployment rate is at least 225% of the national average; or The per capita income is not more than 50% of the national average.	80
Projects located in regions in which: The twenty-four (24) month unemployment rate is at least 200% of the national average; or The per capita income is not more than 60% of the national average.	70
Projects located in regions in which: The twenty-four (24) month unemployment rate is at least 175% of the national average; or The per capita income is not more than 65% of the national average.	60
Projects located in regions in which: The twenty-four (24) month unemployment rate is at least 1% greater than the national average; or The per capita income is not more than 80% of the national average.	50

## CHECKLIST OF PROGRAM EXHIBITS

This checklist identifies all of the exhibits in the Capacity Building section of the application. The exhibit number refers to the specific section of the application. Those with an asterisk (\*) are preprinted forms. Check all of the exhibits submitted with the application.

### Part I - Budget and Indirect Costs for All Capacity Building Investments

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | I.A. Proposed budget explanation                |
| <input type="checkbox"/> | I.B. Indirect Cost Rate Agreement               |
| <input type="checkbox"/> | I.C.1. Economic development needs of the region |
| <input type="checkbox"/> | I.C.2. Key applicant staff                      |

### Part II - Planning Investments

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | II.A. Partnership Planning Investments |
| <input type="checkbox"/> | II.B. Short-Term Planning Investments  |
| <input type="checkbox"/> | II.C. State Planning Investments       |

### Part III - Local Technical Assistance and University Center Economic Development Investments

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | III.A. Local Technical Assistance Investments             |
| <input type="checkbox"/> | III.B. University Center Economic Development Investments |

### Part IV - Economic Adjustment Assistance Investments

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | IV.A. Non-construction Investments     |
| <input type="checkbox"/> | IV.B. Revolving Loan Fund (RLF) Grants |

### Part V - Maximum Allowable EDA Investment Rates

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | V.A. Request for EDA investment assistance exceeding fifty (50) percent of total eligible project costs |
|--------------------------|---|